

Marilla Free Library – 09/20/22 Board Meeting Minutes

1. **Call to order** - Meeting called to order at 6:35pm. In attendance: Rachelle Walker (7)(President), Judy Farmer (7)(Vice President), Kathy Winde (7)(Treasurer), Joanne Goellner (8)(Secretary), Shannon Thompson (Director), Deborah Mamon (7), Kathy Campbell (6). Also in attendance, Town Liaison, Tony Sebastiano (5), John Spears(Director of the B&ECPL), Kimberly Johnson (Chair of the B&ECPL Board of Trustees) and Carima El-Behairy(Vice-Chair of the B&ECPL Board of Trustees).
2. **Minutes** - A motion was made by Kathy Campbell to approve the July 19th meeting minutes as written. A second motion was made by Deb Mamon. All in favor with none opposed.
3. **Public Expression** - none
4. **Reports**
 - a. **Treasurer's** - (*for full finance details see the Treasurer's Report on file at the library*) Kathy Winde and Shannon Thompson shared July and August's financial details. Some items of note: Memorial Checking had a deposit from W. Rodger and a payment to Buffalo and Brandy. Operating Account had payment to the ECWA and to Roger Mosgeller as a deposit for library brick repairs. The Capital Improvement Account earned \$25.18 and \$28.64 interest. A motion was made by Joanne Goellner to approve the Treasurer's Reports as presented. A second motion was made by Judy Farmer. All were in favor with none opposed.
 - b. **Librarian's** - (*for full details, Librarian's Report attached below*) Circulation was up for the month(s) and year. Computer Use, Laptop Use, and Patron Count were all down for the month(s) and year. Wireless Usage was up in July but down for August and the year. The Summer Reading Challenge had 36 participants. Summer program Buffalo & Brandy and both Story Hours had good attendance. Participation in Lego Club has also risen however there is limited space due to supplies available. Shannon also shared the positive feedback she has received from patrons about the new Vox books. She showed the Board an example of a book and how it works. She suggested the library may want to invest in more.
 - c. **Friends'** – The Friends are still collecting books for their sale and will continue to do so until October 1st. They have received many donations and are planning to set up the Wednesday before the sale. They will need help with clean up afterwards.
 - d. ~~**Fundraising Committee**~~ – (**currently inactive**)
 - e. **Town Report** – Tony shared that the Town has a grant available and encouraged the library to make a list of needs, prioritized so he can ask on our behalf during the Town work session on the 27th. Rachelle asked if there were any stipulations to the grant and Tony said there were none that he was aware of. Tony also shared that the Library's budget from the Town would remain the same.
5. **Unfinished Business**
 - a. **Town of Marilla** – nothing further.
 - b. **Building**
 1. **Roof** – Shannon is still working on getting estimates/looking into grants.
 2. **Bricks** – a deposit was sent to Roger Mosgeller. Hoping for an October work date.
 3. **Alarm Battery** – Shannon has not been able to get the new one yet. Unrelated, the Panic button was accidentally set off. It is in working order.
 4. **Front Door** - Shannon shared a photo of new crash bar doors recommended for the library. They will lock from the inside. She will check with Marilla for fire code.
 - c. **Library Open Positions**
 1. **Cleaner** – the position is not posted yet. Shannon is still modifying the description. There may also be a change in the Caretaker position.
 2. **Senior Page** – there are several interviews set up. HR sent out new hiring guidelines which recommend having two people involved in the interview process. Shannon has asked Cathy Urquhart to participate.
 - d. **Library Self Audit** – Rachelle has not touched base with Marte Mummery yet. Requested her contact information.

6. New Business

- a. Library Carpet** – Shannon is still working on recommended places to call and will also check with Ken Stone to see if the Library qualifies for commercial pricing.

7. Other Business

- a. Payroll Report** – No new report.

8. Next Meeting: 10/18/22 at 6:30 pm (Annual Meeting/Officer Vote)

- 9. Adjournment** - There being no further business to conduct, a motion to adjourn the meeting was made by Kathy Winde at 7:13pm with a second by Kathy Campbell. All were in favor with none opposed.

Meeting Minutes Respectfully submitted, September 30th, 2022, by Joanne Goellner, Secretary.

Librarians Report – September 20, 2022

Operating Budget

Receipts

July Receipts: \$250 (\$250 from Capital Improvement for Brick repairs)

August Receipts: \$44.60 (\$12.90 copies, \$31.70 print)

Receipts year to date: \$ 6,265.94 (includes \$4,655 and \$416 System Appropriation and

\$481.25 Elevator Maintenance (lift repairs) and \$250 R. Mosgeller (brick repairs) from Capital Improv.)

This represents fine/copy/print revenue. This year our revenue commitment is \$945.

Expenditures

July: \$250

August: \$56.91

Expenditures year to date: \$3,243.33 (includes \$481.25 Elevator Maintenance (lift) and \$250 R.

Mosgeller (bricks) from Capital Improv.)

This year our expenditure allotment is \$5,600.

Circulation

July was 3,819. This was **up by 1,213** or 46.5%

August was 4,017. This was **up by 1,534** or 61.8%

Year to date is 23,270. This is **up by 4,565** or 24.4%

Computer Use

July was 28. This was **down by 12** or -30%

August was 48. This was **down by 3** or -5.9%

Year to date is 256. This is **down by 101** or -28.3%

Laptop Use

July was 0. This was **down by 6**

August was 3. This was **down by 16**

Year to date is 28. This is **down by 66**

Wireless Usage

July was 97. This was **up by 5** or 5.4%

August was 86. This was **down by 3** or -3.4%

Year to date is 714. This is **down by 63** or -8.1%

Patron Count

July was 1,010. This was **down by 108** or -9.7%

August was 1,171. This was **down by 46** or -3.8%

Year to date is 7,195. This is **down by 507** or -6.6%

Summer 2022

- **Oceans of Possibilities**
- **Summer Reading Challenge: 1,000 Minutes of Summer (36 participated)**
- **Take and Makes**
 - Shark Kit **(20 Kits)**
 - Pirate Kit: School Age **(12 Kits)**
 - Pirate Kit: Preschool Age **(10 Kits)**
 - Ocean Kit **(23 kits)**
- **Pirate Scavenger Hunt (15 participated)**
- **In-Person Programs**
 - ***Oceans of Possibilities Music and Fun with Buffalo & Brandy*** – Wednesday, July 27 at 1:00 pm
[\$250] Funding provided by the Kiwanis Club of Marilla **(18 Attended)**
 - ***Summer Fun Club*** – Wed. at 11 am for ages 6-12 **(4 attended)**
 - ***Story Hour*** – Wednesdays at 10:30 am for ages 3-5 **(22 attended)**

OR

Thursdays at 6:00 pm for ages 3-5 **(15 attended)**

- ***Lego Club*** – Thursdays at 6:00 pm for ages 5 and up
 - July 14 session **(9 attended)**
 - August 11 session **(6 attended)**
 - Limited number of spots and individual boxes of Legos

Fall Programs

- ***Lego Club*** – Thursday, October 20th at 6:00 pm for ages 5 and up
 - Limited number of spots and individual boxes of Legos
- ***Fall Take and Make***
- ***Halloween Story Hour*** – Saturday, October 29th at 11:00 am for age 3-6

Other

- **New Ladder Ball Carrying Case** – Ordered/Received/ Invoice received
- **Vacuum** – Ordered/Received/ Invoice received
- **Chairs for Kids Computers** – Delivered
- **Vox Books** – positive patron feedback
- **Girl Scouts**